

Agreement
IEP Team Member Not Attending Meeting

(As appropriate, complete this form and attach to each copy of the Notice of Meeting for an IEP meeting.)

The following team member(s) will not be attending the IEP meeting for
_____ (student) scheduled for

_____ on _____

at _____.

Team Member:

Name

Role

☐ Excused.

Input/data to be used in development of IEP has been submitted. (Attach copy of input or summarize data below.)

☐ Attendance not needed.

Reason: Team member's area of curriculum will not be discussed or modified at this meeting.

We agree to the excusal or that the attendance is not needed of the IEP team member as described above.

Parent Signature

Date

LEA Representative Signature

Date

(Agreement must be documented prior to the IEP meeting.)